



# EXPECTATIONS FOR THE CAP CADET

- Regular attendance at CAP Cadet meetings (Meet Mondays from 1830 hrs. to 2100 hrs.)
  - Mandatory attendance is 75% of all meetings to be eligible for promotions and activities
  - Any school-related activity is considered an excused absence—you must notify your element or flight leader of your absence
  - If the absence is going to be for an extended period of time (i.e., several months) then a letter for a leave of absence must be submitted to your element/flight and/or deputy commander for cadets. This will put you in an inactive status till you request to return.
- Uniforms are to be worn at regulation standards or better—remember, you are representing the United States Air Force (USAF). Conduct shall be in a manner that will reflect themselves, the squadron, CAP, and the USAF positively.
- Cadets must complete at least two achievements per year
- Able to participate and progress through mandatory physical fitness testing
- REASONS FOR TERMINATION
  - Excessive unexcused absences (any school-related activity is considered an excused absence.)
  - Cadets who fail to progress in the cadet program by completing at least two achievements per year
  - Behavior and bearing inappropriate for a CAP cadet which reflects on the Squadron



# ORIENTATION PHASE CHECKLIST ☒

## FIRST VISIT

- ☐ Present overview of cadet program/CAP, which include financial considerations, membership phase, and question/answer time (if potential cadet and parent(s) are present, otherwise postponed to second visit)
- ☐ Introductions to squadron personnel by cadet recruiter or designated senior member
- ☐ Potential cadet and parent(s) observe planned meeting activities as time allows

## SECOND VISIT

- ☐ Overview of cadet program/CAP presentation/introductions if not done at first visit
- ☐ Cadet Recruiter assigns potential cadet to a cadet mentor
- ☐ Cadet mentor assimilates potential cadet in appropriate designated meeting activities (parent(s) if present will observe or free to leave)
- ☐ At end of meeting cadet recruiter retrieves potential cadet and parent(s) if present to answer further questions and provide application forms if requested

## THIRD VISIT

- ☐ Cadet recruiter takes potential cadet to assigned cadet mentor (parent(s) observe)
- ☐ Cadet mentor assimilates potential cadet in evening activities as deemed appropriate
- ☐ At end of meeting cadet recruiter retrieves potential cadet and parent(s) for closure and provide application forms if requested
- ☐ Interview conducted and/or scheduled (all application materials must be received before an interview is conducted)



# MEMBERSHIP PHASE CHECKLIST ☒

## SECOND VISIT

- ☐ Potential cadet makes formal intent for membership
- ☐ Cadet recruiter ensures the squadron commander (or deputy commander for cadets) that a complete and thorough orientation has been conducted
- ☐ Application materials issued
  - ✓ CAPF 15, Application for Cadet Membership in Civil Air Patrol
  - ✓ Applicant Questionnaire

## THIRD VISIT

- ☐ Other materials required to complete the application process are:
  - ✓ Most recent report card or transcript
  - ✓ 2 letters of recommendation (one from a recent faculty member, the other one can be from an employer, athletic coach, and/or any adult unrelated has an immediate family member)
- ☐ Once application materials are obtained, then an interview with the Application Board (to include deputy commander or other qualified member, cadet commander, cadet mentor) is scheduled which will last for approximately 15 minutes

## FOURTH VISIT

- ☐ Potential candidate is notified via correspondence of the application outcome regarding membership into Travis Composite Squadron 22, Civil Air Patrol, United States Air Force Auxiliary within one week upon completion of the application process